

## **COURT ADMINISTRATOR (LEGAL)**

**614**

**DEPARTMENT:** Circuit Court

### **NATURE OF WORK:**

Performs advanced secretarial work for a Circuit Court Judge. Work is performed in a complex setting, sometimes working with three judges. Incumbent deals on a continuing basis with sensitive or controversial matters, and has continual public contact. Position is cross-trained with Court Administrator (Secretarial).

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under managerial direction and is reviewed through conferences, reports, and analyses of results obtained.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Attends criminal court proceedings. Takes notes of proceedings and records pleas, findings, and sentences. Identifies evidentiary exhibits by affixing tags; takes custody of real evidence and records chain of custody. Completes disposition cards for jail.

Drafts criminal court orders on computer such as orders of conviction, adjudication, or jail commitments by entering appropriate words or phrases on standard form, based upon notes taken during court hearing. Ensures prompt and accurate completion.

Prepares orders for restoration of driver's license.

Pulls criminal files and reviews. Provide Judge with files for sentencing and jury trials.

Tracks age of cases and prepares miscellaneous statistical analyses.

Ensures docket from Clerk's office and docket from the Commonwealth's Attorney's office match and notifies either office of any changes to be made.

Posts copy of docket for public. Provides copies of docket to Judge, Commonwealth's Attorney, Court Reporter and Probation Office.

Provides Probation Office with:

- names of defendants;
- offense(s) of which they are convicted;
- name of defendant's attorneys;
- presentence dates;

- sentences for defendants requiring presentence reports;
- defendants who are sentenced to one year or more;
- defendants on supervised probation.
- costs incurred by defendant.

Notifies Sheriff's office of changes in the criminal jury schedule.

Provides a copy of the jury list to Judge, attorneys, court reporter, and deputy at the entrance to the Courthouse.

Notifies Deputy Clerk in Clerk's office of jurors to be paid.

Reviews concealed weapon permit applications.

Works with press regarding juvenile cases.

Reviews divorce decrees, support and custody orders with Judge to ensure conformity with the Code of Virginia. Notifies Judge of any problems or deficiencies. Prepares memoranda and/or makes telephone calls notifying attorneys of irregularities which require correction.

Occasionally contacts attorneys and their staff in connection with criminal cases.

Prepares Acknowledgment of Suspension or Revocation of Driver's License, Deferred Payment Order, DNA Order and/or Probation Acknowledgment Form in court for defendants. Gives copy of Acknowledgment, Deferred Payment Order and DNA Order to defendant. Takes DNA Order to jail.

Keeps record of court reporters and fees.

Provide attorneys with time sheets, not guilty and guilty plea forms, if needed.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs other duties as assigned.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

Answers telephone, pulls court files, and occasionally schedules civil hearings.

Performs general secretarial duties as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in the Office of the Circuit Court Judge. Requires the operation of standard office equipment, to include typewriter, computer keyboard, calculator, and copy machine.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of judicial office operations and organization.

Considerable paralegal knowledge of the Code of Virginia as it applies to adoption, name changes, divorce, custody and support proceedings.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure, doing work in accurate and timely manner.

Ability to prioritize, organize, and perform work independently.

Ability to make independent decisions in judge's absence.

Ability to take dictation and transcribe accurately at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with coworkers, attorneys, and the public.

Ability to deal with public relations problems courteously and tactfully.

## **MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science; and five years of experience in highly responsible clerical and office work, with three years of experience as a secretary; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Paralegal training preferred.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Must be able to work occasional evening and early morning hours.